



COMMONWEALTH OF KENTUCKY
Public Protection Cabinet
Department of Housing, Buildings and Construction
DIVISION OF BUILDING CODES ENFORCEMENT
ELEVATOR SECTION
101 Sea Hero Road, Suite 100
Frankfort, Kentucky 40601-5412
Telephone: 502-573-1694 Fax: 502-573-1059



ELEVATOR MECHANIC LICENSE APPLICATION

Please type or print application. Answer all questions on both sides of this application.
An application fee is to be submitted payable to Kentucky State Treasurer.

LICENSE TYPE

Elevator Mechanic _____

Accessibility and Residential Elevator Mechanic _____

Attach here a passport-sized, color photograph of applicant taken within the last six months.

1. Name: _____
Last First MI

Address: _____
(Street, Route or Box Number)

City: _____ State: _____ Zip: _____

County: _____ Telephone: (____) _____ - _____

Date of Birth: ____ / ____ / ____ Email address: _____

2. Current Employer or Company Name: _____

Address: _____
(Street, Route or Box Number)

City: _____ State: _____ Zip: _____

County: _____ Telephone: (____) _____ - _____

Federal ID Number (Business) _____

3. Elevator Experience History: Education, Training or Apprenticeship Program

*Use additional sheets, if necessary. Begin with most recent work, education or training experience.

Name of Company/School/Apprenticeship Program: _____

Address: _____
(Street, Route or Box Number)

City: _____ State: _____ Zip: _____

County: _____ Telephone: (____) _____ - _____

Dates of Attendance: From ____ / ____ / ____ To ____ / ____ / ____

Type of Elevator Work/Training _____



Name of Company/School/Apprenticeship Program: _____

Address: _____
(Street, Route or Box Number)

City: _____ State: _____ Zip: _____

County: _____ Telephone: (_____) _____ - _____

Dates of Attendance: From ____/____/____ To ____/____/____

Type of Elevator Work/Training _____

4. Have you previously held an Elevator Mechanic's or Accessibility and Residential Elevator Mechanic's license in the Commonwealth of Kentucky? ____ Yes ____ No

If yes, list license number and date you were first licensed. (Attach copy of license, if available).

License Number: _____ Date: _____

The commissioner, in accordance with KRS Chapter 13B, may refuse to issue, suspend, revoke, or refuse to renew the license or certificate of any licensee or certificate holder pursuant to KRS 198B.4033.

Please fill in each circle acknowledging that you have included the following:

- ☐ Completed application and required supplemental documentation (valid for one year from date of receipt).
- ☐ An initial application fee (submitted to the Department and payable to Kentucky State Treasurer).

____ (Initial) I am not in default of any student loans backed by the KHEAA (Kentucky Higher Education Assistance Authority). I understand that if I am in default of any student loans backed by the KHEAA, I cannot receive a Kentucky Elevator Mechanic or Accessibility and residential Elevator Mechanic license at this time.

____ (Initial) I confirm that all information contained on and submitted with this application is current and true to the best of my knowledge.

Applicant's Signature: _____ Date: _____

COMMONWEALTH OF KENTUCKY
COUNTY OF _____

The applicant, whose name is, _____, being duly sworn declares that foregoing subscribed statements are true to the best of the applicant's knowledge and belief, and that the applicant has personally signed this application.

Subscribed and sworn to before me this _____ day of _____,

Notary Public _____

My Commission expires: _____

For Office Use Only

Date Received _____
Approved _____
Issue _____
Pending _____
Board Review _____
Elevator Mechanic # _____
Issue & Status _____

Read this section carefully!

The following information shall be submitted with the application:

- One passport-sized photograph taken within six (6) months of application.
- Documentation for verification of experience. (i.e. official tax documents, copies of business licenses, sworn affidavit attesting to your experience or any other valid documentation of experience). For a complete list of documentation examples, go online to <http://dhbc.ky.gov>.
- If applicable for proof of experience, mechanic license applicants shall provide a copy of certificate of completion of nationally recognized training program, apprenticeship program or apprenticeship registration.
- Proof of passage of written, oral, or computerized examination if applying pursuant to KRS 198B.4013(2)(a) or (b).

❖ **Annual Fee for Elevator Mechanic License \$96 (\$8 per month).**

❖ **Annual Fee for Accessibility and Residential Elevator Mechanic License \$96 (\$8 per month).**

❖ **A nonrefundable fee must be submitted with this application. Without this fee, this application will not be processed.**

❖ **License shall be pro-rated for initial activation. The Division shall issue a license for no less than 7 months and no more than 18 months, based upon your birth month and time of application.**

Mail checks only.

Credit card payments are available online.

Make checks payable to *Kentucky State Treasurer*.

Initial Fee Chart

Use the chart below to determine the correct fee for application. The fee is based on your birth month and the month which you are applying. Add the fees if you are applying for multiple licenses.

Example: If you were born in October and you are applying in July, then the application fee is \$120. This license would be valid for 15 months. Each time you renew your license after your initial activation, your license will be valid for one year and will be subject to annual renewal in October (your birth month).

Birth Month	Month you are Applying												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
	Jan	\$96.00	\$88.00	\$80.00	\$72.00	\$64.00	\$56.00	\$144.00	\$136.00	\$128.00	\$120.00	\$112.00	\$104.00
	Feb	\$104.00	\$96.00	\$88.00	\$80.00	\$72.00	\$64.00	\$56.00	\$144.00	\$136.00	\$128.00	\$120.00	\$112.00
	Mar	\$112.00	\$104.00	\$96.00	\$88.00	\$80.00	\$72.00	\$64.00	\$56.00	\$144.00	\$136.00	\$128.00	\$120.00
	Apr	\$120.00	\$112.00	\$104.00	\$96.00	\$88.00	\$80.00	\$72.00	\$64.00	\$56.00	\$144.00	\$136.00	\$128.00
	May	\$128.00	\$120.00	\$112.00	\$104.00	\$96.00	\$88.00	\$80.00	\$72.00	\$64.00	\$56.00	\$144.00	\$136.00
	Jun	\$136.00	\$128.00	\$120.00	\$112.00	\$104.00	\$96.00	\$88.00	\$80.00	\$72.00	\$64.00	\$56.00	\$144.00
	Jul	\$144.00	\$136.00	\$128.00	\$120.00	\$112.00	\$104.00	\$96.00	\$88.00	\$80.00	\$72.00	\$64.00	\$56.00
	Aug	\$56.00	\$144.00	\$136.00	\$128.00	\$120.00	\$112.00	\$104.00	\$96.00	\$88.00	\$80.00	\$72.00	\$64.00
	Sep	\$64.00	\$56.00	\$144.00	\$136.00	\$128.00	\$120.00	\$112.00	\$104.00	\$96.00	\$88.00	\$80.00	\$72.00
	Oct	\$72.00	\$64.00	\$56.00	\$144.00	\$136.00	\$128.00	\$120.00	\$112.00	\$104.00	\$96.00	\$88.00	\$80.00
	Nov	\$80.00	\$72.00	\$64.00	\$56.00	\$144.00	\$136.00	\$128.00	\$120.00	\$112.00	\$104.00	\$96.00	\$88.00
	Dec	\$88.00	\$80.00	\$72.00	\$64.00	\$56.00	\$144.00	\$136.00	\$128.00	\$120.00	\$112.00	\$104.00	\$96.00